

## Section 2. TERMS OF REFERENCE

### 1-2-1. WORD MEANINGS

As used in this manual, the words listed below have the following meanings:

- a. "Shall" or an action verb in the imperative sense means a procedure is mandatory.
- b. "Should" means a procedure is recommended.
- c. "May" or "need not" means a procedure is optional.
- d. "Will" means futurity, not a requirement for application of a procedure.
- e. Singular words include the plural.
- f. Plural words include the singular.
- g. "Aircraft" means the airframe, crew members, or both.
- h. "Altitude" means indicated altitude mean sea level (MSL), flight level (FL), or both.
- i. "Miles" means nautical miles unless otherwise specified and means statute miles in conjunction with visibility.
- j. "Time," when used for ATC operational activities, is the hour and the minute/s in Coordinated Universal Time (UTC). Change to the next minute is made at the minute plus 30 seconds, except time checks are given to the nearest quarter minute. The word "local" or the time zone equivalent shall be stated when local time is given during radio and telephone communications. The term "ZULU" may be used to denote UTC.

### 1-2-2. NOTES

Statements of fact or of an explanatory nature and relating to the use of directive material have been identified and worded as "Notes."

### 1-2-3. 7110.10 CHANGES

- a. Each reprinted, revised, or additional page will show the change number and the effective date of the change.
- b. Bold lines in the margin of the text will mark the location of all changes except editorial corrections.

### 1-2-4. ABBREVIATIONS

Abbreviations authorized for use in the application of the procedures in this order are those contained in FAAO 7340.1, *Contractions*.

#### NOTE-

*In this order, the abbreviation M1 identifies Model 1 Full Capacity procedures. AIS identifies AIS procedures.*

### 1-2-5. EXAMPLES

Any illustration used which serves to explain subject material is identified as an "Example."

### 1-2-6. PHRASEOLOGY

Phraseology depicted in this order is mandatory.

#### NOTE-

*Exceptions to this para are referenced in para 5-1-1, and para 14-1-2 Note.*